

Agenda Item Form

Agenda Date: 08/10/04

Districts Affected: 3

Dept. Head/Contact Information: Mayor & Council, Jim Martinez, (915) 541-4145

Type of Agenda Item:

- | | | |
|--|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Personal Services</u> | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

Fill secretarial position that is currently vacant.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary & Benefits

Statutory or Citizen Concerns:

N/A

Departmental Concerns:

N/A

6S:8 W 9- 90V 40

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **SUSANA C. SALAS**, to assist the Mayor and City Council as a Secretary I at an hourly rate of \$9.97 for 40 hours per week. The term of the contract shall be for the period of August 11, 2004 through June 14, 2005.

APPROVED this 10th day of August, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **SUSANA C. SALAS**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Mayor and City Council, desires to employ the Employee as a Secretary I; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Mayor and City Council, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 28, 2004 and be completed by June 14, 2005.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at an hourly rate of Nine and 97/100 Dollars (\$9.97). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an non-exempt employee under FLSA and is eligible for overtime pay. In the event that Employee works in excess of forty (40) hours per week, Employee shall be paid overtime in accordance with the Fair Labor Standards Act. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be

eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, she shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will she make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Mayor and City Council's Office, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out her duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent

by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee
at the following addresses:

CITY: City of El Paso
Mayor and City Council
Attn: CAO
#2 Civic Center Plaza
El Paso, Texas 79901

EMPLOYEE: Susana C. Salas

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this 27th day of July, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Susana C. Salas
SSN:

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Guadalupe Cuellar
Deputy City Attorney

Jim Martinez
Chief Administrative Officer

APPROVED BY THE CIVIL SERVICE COMMISSION:

By: _____, Secretary
Date: 7/22/04

Clerical and Office Branch
Typist and Secretarial Group
Secretary Series

SECRETARY I

09/91

Summary

Under general supervision, performs secretarial and clerical duties; performs related duties as assigned.

Typical Duties

Types memoranda, correspondence, reports and related documents from rough copy, sound recordings or other sources; takes and transcribes dictation and minutes; composes routine correspondence; compiles data and information and prepares reports.

Receives, refers visitors and phone calls and provides requested information or refers to appropriate person; answers questions pertaining to departmental policies and procedures; responds to complaints or refers them to supervisor; takes and relays messages and information; distributes and assists the public in filling out applications, licenses and permits; receives, sorts and distributes incoming mail; maintains files and records.

Arranges time and place and takes minutes of board, committee and staff meetings; prepares, posts and distributes agenda and related materials; schedules appointments for supervisor and departmental staff; arranges travel itineraries for departmental staff; prepares and maintains records of departmental personnel; maintains time reports and prepares departmental payroll; prepares requisitions for supplies, equipment and maintains inventory; maintains petty cash fund; receives payments for goods or services, as assigned; coordinates clerical activities; operates office equipment such as typewriter, word processing and computerized input and retrieval systems; as assigned, maintains budget accounts.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. supplemented by training, and three years of progressively responsible clerical experience, including one year performing stenographic or secretarial duties; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Good knowledge of office practices and procedures; good knowledge of English, spelling and punctuation; good knowledge of the use and care of office equipment; some knowledge of the methods and techniques of public contact.

Ability to type at fifty (50) words per minute; ability to tactfully and courteously respond to public inquiries and provide requested information; ability to make sound decisions; ability to develop, establish and maintain filing systems; ability to independently plan and complete assigned work without close supervision; ability to compile and organize information; ability to perform arithmetic calculations; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to express oneself clearly and concisely, both orally and in writing.

Skill in the use and care of office equipment.

Physical Requirements: Mobility within an office environment.

Director of Personnel

Department Head

Susana C. Salas

Phone: (915) [REDACTED]

E-mail: [REDACTED]

OBJECTIVE

To obtain an administrative position where proven commitment to organizational excellence and leading quality can combine to effect company growth in a competitive field, an ideal position to allow for challenges in refining my performance skills and to fulfill major responsibilities.

PROFILE

- Top-level bilingual communication skills (English/Spanish).
- Ability to quickly establish support with customers and suppliers.
- Successful coordination in dynamic activity.
- Proactive towards leading the organization to new levels of excellence.

EMPLOYMENT HISTORY

Cleopatra Inc. Sales Associate Las Cruces NM.	1994
The Classic Look Self-Employed El Paso TX	1995-1997
JC Penney Sales Associate El Paso TX	1997-1999
Gordon's Jewelers Sales Associate El Paso TX	1999
Thomson Multimedia Inc., Mexico Support Center Systems Help Desk Administrator	2000- 2002

Management of Systems Communications and Network related problems and IBM user id/profile requisitions.

Communication Basin broadcast in collaboration with Indianapolis personnel of important notices related to system outages/changes/modifications for the end-users posted in English/Spanish. In addition broadcast to specific user groups about system changes.

Support and follow through to issues and requirements related to Materials, Customs and Finance applications.

Collaboration in the coordination of two physical inventories in RCA plant.

Assigned systems department representative throughout the planning and implementation of the 5 S's program committee in the MSC building.

Participated in the research process for the JAZ project (SAP-Juarez) implementation and contributed in the translation and revision of SAP business rules documents.

Key Achievements:

- Successful implementation and coordination of TMM Systems Help Desk in the El Paso / Juarez Basin.
- Assisted in the implementation and the end-user Customs PRISMA system training for the Customs and Shipping departments in plants located in Juarez and Torreon Mexico.
- Problem reduction through the use of Call Trak application and Smart Database record.
- Stabilized customer/supplier relationship, resulting in improved consistent technical support.
- Maximized efficiency through interdepartmental focus on common goals.

Thomson Inc. Mexico Support Center / RCA
VP Assistant

2003

Experience acquisition in fast pace multi tasking activities in demanding environment.

Support in the organization of personal files, business presentations, organizational charts, contracts of progress, agenda, travel itineraries, expense reports, and expatriate issues.

Holding responsibility of legal migratory status for all U.S. and foreign employees and visitors entering the Thomson Mexico Support Center.

Purchasing order elaboration and follow through for various goods and services.

Basic training in EasySource procurement system.

Member of the 5 S's, People Involvement Process System, and Visual Management team.

HECMMA INC.
President's Executive Assistant
Financial Analyst

2003

EDUCATION

University of Phoenix, Santa Teresa N.M. Campus	2001-2004
BSB Management Degree	
University of Texas at El Paso	1999-2000
El Paso Community College	1996-1998
Coronado High School El Paso TX	1996